

DDA

Downtown Development Authority
Rifle, Colorado

Wednesday, March 2, 2022
Rifle City Hall

1. CALL TO ORDER:

Jay Rickstrew called the meeting to order at 7:03 am.

Other Members Present: Adam Whitt, and Alicia Gresley (Council Rep), Erick Perez, and Raquel Mendizabel.

Members Absent: Jacquelyn Johnson, and Ed Arnold.

DDA Part-Time Manager Present; Helen Rogers

Guests Present; Kim Burner, GRIT Manager, Larry Stewart, prospective Board Member, Hanna Popp, City Planner, and Jeff Shanks, City Construction, Tom Whitmore, Parks and Rec Director.

2. APPROVAL OF MINUTES:

The minutes from February 2, 2022, were available for review. A motion was made by Whitt seconded by Perez, approving unanimously.

3. BILLS TO BE APPROVED:

1) HR Design/Helen Rogers; \$1,215 (Feb.) 2) All Around Property Mgmt; \$920. (Feb.) 3) Mtn Waste & Recycling; \$625.04 (Feb.) A motion to approve payment of the bills was made by Whitt, seconded by Perez approving unanimously.

4. FINANCIAL REPORT:

The DDA Financial Report from the City was not available for review as nothing was billed out during the month of January. The working budget was presented for review without action.

5. MANAGER'S REPORT:

DDA Administration – January – 40.5 hrs.

- The Greater Rifle Improvement Team (GRIT), was held Feb. 8th. Debra Adams represented the Bookcliff Arts Hilltop Concert Series and was addressing their request of \$5,000. Also present were Annie McGregor from Rifle Rendezvous. The Downtown Block Party idea request of \$25,000 was cancelled due to not enough time to plan it and not sure the downtown project will be done by April 23rd.
- The Muralist and Art Teacher, Anne Hunter, was also at the GRIT Meeting to discuss redoing the mural where the Remington Horse is on the west side of the Midland Arts Building. The GRIT Board was in favor of supporting the project. Alpine Bank is generously contributing \$3,000 toward the project. Total cost is \$8,000.

- Attended a slide show at the Library put on by the Rifle Heritage Group of part of the Garrison Collection of historic Rifle Photos. Some of these can be used for the future historic signage in the downtown.
- Continue to work on the Farmers Market preliminary planning. Along with the regular vendors, we're going to offer an 'Artisan Night' the last Friday of June, July and August, where artisans can come and display their art, such as pottery, painters, and photographers. We'll see who signs up as they usually don't want to commit to the whole season for every Friday night.
- Took the wreaths and garland over to the DDA storage container as the UTE staff finally moved their stage boxes and equipment out of our storage.
- Other activities are admin related with regard to agendas, manager's report, documentation, emails, and obtaining invoices from vendors.

6. NEW BUSINESS:

A. Downtown Punch List update, Jeff Shanks

Jeff reports the punch list items will continue next week. Concrete replacement will take place in the middle of the block on E. 3rd, closing the street for about two weeks. Landscape and rock work will continue. The rock still needs to be mortared. The trees in front of Shooters have been dug up to create the concrete rim for the tree grates. The trees will need to be replaced eventually. The punch list will likely go through the beginning of the summer.

B. Be Healthy, Stay Fit Bistro Permanent Wall Proposal

Mendizabel would like to enclose what is now a tent structure to create more storage for the Bistro. It faces the street side on Railroad Ave. The downtown code indicates the building façade should be brick or at least a portion of it. The rest of the building is stucco. The owners would like the new addition to be stucco as well. A motion was made by Rickstrew, seconded by Perez to allow the new addition to be stucco. The motion passed unanimously. This needs to be approved by Planning and Zoning so they can move forward on the project.

7. PROJECTS

A. Landscape / Maintenance Contract for 2022

Tom Whitmore indicated he will be putting out an RFP in the near future for a landscape (including irrigation) and maintenance agreement for 2022. He may include snow removal. This would be supervised through the DDA with Rogers's supervision. Whitmore and Rogers will meet and discuss further.

B. Midland Arts Mural

See above in Managers Report.

C. Museum Parking Lot Redesign

The Board would like to move forward in exploring cost estimates for the improvements. Rogers will keep working on this and talk with city staff to obtain cost estimates.

D. Trash Can / Bench Relocations

Rogers and City staff will meet to determine placement of the benches and trash cans. The City would like to bolt them in. Locations will be found after the snow melts and after the rock work is complete.

E. Holiday Lights

Rogers will be taking down the tree lights by the end of the week and take to storage.

F. Downtown Historic and Location Signage (Wayfinding)

Rogers will continue to work on this project. Wayfinding signage needs to be addressed along with Historic Signage. Grants up to \$12,000 might be available from the Colorado Main Street program.

G. Downtown Clean-Up, Renew Rifle, April

Given the delay of the downtown project's completion, the Board indicated re-thinking this event would be helpful. Creating a clean-up day around Earth Day such as along Rifle Creek might be of value. TBD.

8. MAINTENANCE:

A. Iron Tree Wells

There are several tree well grates that need to be cut out to allow the trees to grow. Tom Whitmore indicated the Parks Dept. will help with this.

B. Watering Trees

The new irrigation system on 3rd St. should be turned on by April.

9. ADJOURN, 8:08 am

Respectfully Submitted,

Helen Rogers
Part-Time DDA Manager